

GENERAL DEFINITION OF WORK

Performs responsible paraprofessional work assisting in a variety of planning and zoning activities including managing and reviewing legislative and administrative applications; providing technical assistance to staff members, boards/commissions and the public; identifying current and long range planning needs; preparing/presenting long/short range planning studies and reports; reviewing development applications and conducting research activities; does related work as required. Work is performed under the regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Developing or assisting with the development of current, long-range and/or other planning activities; assisting with zoning land use, zoning and codes violations; assisting and providing information to the public; serving as staff support to various boards and commissions; preparing and maintaining various planning maps, files, graphics and records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Analyzes land use applications and coordinates case management for administrative permits, subdivision and development projects and legislative applications such as special permits, special exceptions and ordinance waivers; reviews plats and plans; works with engineers and applicants with any deficiencies; processes acceptable applications.
- Provides technical assistance and information to citizens, property owners, land developers, design professionals, associates, boards/commissions and other governmental agencies regarding Subdivision/Zoning Ordinance, Comprehensive Plan, land development review process, County regulations and related issues.
- Provides guidance to applicants, citizen committees, public agencies or others in understanding impact of issues; raises issues to ensure applicants and public agencies are aware of impact on the overall community and various services.
- Assists in interpreting and enforcing provisions of the Subdivision/Zoning Ordinance and other applicable federal, state and local codes, laws, rules, regulations, specifications, standards, policies and procedures.
- Reviews subdivision plans for compliance with the Zoning Ordinance; measures lot size and setbacks; calculates percentages of open space areas and compares to requirements; observes landscaping to ensure proper number and types of trees and landscaping are shown on plans; checks density requirements to confirm that the correct number of lots are being proposed; compare plan with special conditions or proffers associated with processing of the subdivision.
- Analyzes data and prepares recommendations on various planning issues; prepares resolutions and ordinances.
- Calculates density of agricultural land to determine its potential for subdivision.
- Analyzes demographic information and trends and provides information to agencies; updates website.
- Conducts various research and special projects as assigned; prepares and presents a variety of statistical and technical reports related to research and special projects; prepares planning and related studies; assists with updating the Comprehensive Plan.
- Designs and modifies various databases; writes queries and produces related reports; tracks status of subdivision applications and monitors present development; projects future development.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the principles and practices of urban planning; general knowledge of economics, sociology and municipal finance as applied to urban planning; general knowledge of current literature and recent developments in the field of urban planning; ability to analyze and systematically compile technical and statistical information and to prepare technical reports; ability to prepare and present technical information clearly and in an interesting manner to lay groups and the public; ability to establish and maintain effective working relationships with professional colleagues, associates, representatives of other public agencies and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in planning or related field.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and atmospheric conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.